

Shawn Alfred

From: Courtney Hansen
Sent: Wednesday, January 28, 2026 2:20 PM
To: Shawn Alfred
Subject: Roncalli Cross Country 2025 Invoices
Attachments: Roncalli Invoices.pdf

Hi Shawn,

The attached two invoices for Roncalli's '25 Cross Country meet were incorrectly sent out for Parks & Streets equipment/deliveries. Would we be able to bring to Finance to get this rescinded?

The original event applications were approved in October 2024, the same time Brock and I were meeting with the Mayor to discuss implementing a Roncalli agreement. The agreement was on February Council. We noted it internally in our Department and mentioned it's passing many times at meetings, but missed changing one box after the agreement's passing in our master spreadsheet related to this particular event occurrence which we believe triggered these invoices to be generated. If this hadn't all been my first days back, I probably would have caught also changing in the spreadsheet. I apologize for the mistake. Their 2026 event was approved in 2025 with all fees waived in accordance with the agreement we now have with them.

Let me know if you have any questions.

Thanks!

Courtney Hansen - Director of Tourism
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